



CITY MANAGER'S REPORT

July 2023

Baldwin Public Library

The Library Board will meet on August 21, 2023 at 7:30 p.m. for its regular meeting. Board meetings will be held in the second floor Board Room during construction.

Phase 3 Construction Project of the Library's Front Entrance

Follow along with the library's construction project at www.baldwinlib.org/renovation. The July 2023 renovation report is available [online here](#).

Library Tour

If you'd like to learn even more about the library, join Library Director Rebekah Craft for a Behind the Scenes Tour. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The next tour will meet in the library's vestibule on Monday, August 7 at 4:00 p.m.

Upcoming Events of Interest

Cards for Hospitalized Kids

Thursday, July 27 — 5:00 p.m. to 7:00 p.m.

Ages 5 & up. Cards for Hospitalized Kids (CFHK) is a charitable organization that spreads hope, joy and magic to hospitalized kids across America through uplifting, handmade cards. We'll provide the supplies, you supply the well wishes! No registration required, just drop in!

End of Summer Reading After-Hours Laser Tag Party for Teens

Friday, August 4 — 6:00 p.m. to 8:00 p.m.

Celebrate after-hours at the library with laser tag, pizza, cake and ice cream, video games, and a photo booth! Registration required. Grades 7-12.

Detroit Style Pizza: A Doughtown History

Monday, August 14 — 7:00 p.m. to 8:00 p.m.

With its airy crust, cheesy corners and distinctive red sauce on top, Detroit Style pizza is enjoyed worldwide. How did this Motor City delicacy transform from a singular kitchen in Detroit to an international sensation? Travel with author Karen Dybis through this pizza's humble origins, starting with Gus Guerra putting the first square pie in Buddy's oven to the International Pizza Expo in Las Vegas, where a pizza evangelist spreads the word about Detroit Style, through the waves of chefs who have put their spin on this unique pizza style. This is a hybrid event. Registration is required to receive the Zoom link.

Register for these programs and more online at www.baldwinlib.org/calendar.

The Birmingham Museum

This summer, the Museum Board has begun developing an interpretive plan for the museum's park and grounds as part of the planned objectives in the [2021-2024 Birmingham Museum Strategic Plan](#). Interpretive plans identify important historic themes and site features, and their relationship to the larger community context. They help guide programming and educational content as a way to convey a place's unique story. At the museum, the landscape's features and proximity to the Rouge River played an integral role in the use of the unique site from the past to present-day. The interpretive plan will integrate the landscape's history with planned improvements for public access to the pond and Rouge River trail to help visitors better understand the site's past, present and future.

Birmingham Shopping District (BSD)

Movie Nights

The second Movie Night of the season was held July 14 featuring the Christmas in July feature of The Grinch with a special visit from Grinchy himself. Despite early storms that day, families filled Booth Park for what turned out to be a beautiful evening. The next movie feature is the community's choice of Despicable Me on August 11. Pre-show entertainment begins at 6:30 p.m.; movie at 7:30 p.m. A special thanks to our Movie Night sponsors, including presenting sponsor Wells Fargo Advisors; series sponsors Bank of Ann Arbor-Birmingham, Bloom Pediatrics and KW Domain; and sponsors Goldfish Swim School and TDR Orthodontics for all the free treats and giveaways.

Day On The Town

The biggest and most exciting retail event of the year, Day on the Town, is Saturday, July 29, from 9 a.m. to 5 p.m. Find deeply discounted merchandise from over 60 premium retailers, food trucks, live broadcasts, chalk art displays, kids' activities and more in stores and throughout the streets and sidewalks of downtown Birmingham. Meaghan from Mojo in the Morning and Channel 955 will broadcast live and hand out free ice cream from the Channel 955 Ice Cream Truck from 1 – 3 p.m.

Farmers Market Corn Festival

Visit the Birmingham Farmers Market on Sunday, August 6, from 9 a.m. - 2 p.m. for the annual Corn Festival. Shop bountiful peak-season produce (including corn picked just hours before the market), farm-fresh eggs, artisan baked goods and more from over 50 vendors. Enjoy live music, fresh-roasted corn, kids' activities including a petting zoo, crafts and a tractor for photo ops.

Merchant Meeting

The BSD holds a bi-monthly Merchant Meeting, open to all merchants and property owners, and the next meeting is scheduled for July 25 at 4 p.m. at The Good Day, located at 528 N. Old Woodward. The Good Day is one of the BSD's newest merchants. This month's conversation will include discussion of business workshops, a business recruitment survey (see below), showcase of Library resources for businesses and the latest in marketing and events provided by the BSD.

Business Recruitment

The Business Development Committee will be launching a business recruitment survey this week for Birmingham residents, business owners and downtown employees to participate in to gauge their business needs and interests. This is being disseminated via the Engage Birmingham platform at engage.bhamgov.org/downtownusage and will be available in hard copy at the Farmers Market.

Advisory Committees

As noted previously, the BSD is establishing three new advisory committees and focus groups to help expand its reach, communications and collaborations with specific industries and areas of the district including tourism, restaurants and North Old Woodward. The Tourism Advisory Committee will be appointed by the BSD Board, and the restaurant and North Old Woodward focus groups will receive an open invitation to a meeting in the early fall. Those interested in participating in either the advisory committee or focus groups should contact BSD Executive Director Cristina Sheppard-Decius at csdecius@bhamgov.org.

Volunteers Needed

The BSD hosts a number of events throughout the year in which volunteers are needed. This is a great opportunity to network with businesses and the community, as well as a great cause – supporting Birmingham! Volunteers are currently needed for the following events:

- Farmers Market - Every Sunday from 7 a.m. - 11 a.m. and 11 a.m. - 3 p.m.
- Day on the Town - July 29 from 7 - 11 a.m., 10 a.m. - 2 p.m. and 2 - 6 p.m.
- Birmingham Cruise Event - August 19 from 7 a.m. - 9:30 a.m., 9:30 - 11:30 a.m., 11:30 a.m. - 2 p.m., 2 - 4:30 p.m.

Volunteer duties include event set-up, tear-down, information booth, check-in and monitoring kids activities. Please contact Jaimi Brook at jbrook@bhamgov.org for more information and to sign up for the Farmers Market and Day on the Town, and utilize this [link](#) to volunteer for the Cruise event.

Special Event Planning

The Special Events and Marketing & Advertising Committees will be meeting on July 21 at 8:30 a.m. to brainstorm and plan out the 2024 event season for the BSD. The BSD is working to develop additional programming to meet our goals of increasing local frequency and expanding regional attraction.

Daxton Public Valet

There is a license agreement in place between the City of Birmingham and The Daxton Hotel for both private and public valet services. At the time the agreement was approved by the City Commission and amended in 2021, the City operated a public valet. The agreement allowed for The Daxton to utilize four parking spaces for public and private valet services at a rate of \$5 for public valet, consistent with the other public valets provided by the City. The fee for using the parking spaces for the valet pick-up and drop-off area was waived by the City Commission. The Daxton Hotel has requested an increase in the fee for the public valet that they provide in Downtown Birmingham. The current agreement allows for a 90-day termination notice period from either party prior to the renewal date of the agreement. The agreement is otherwise in perpetuity until a party terminates the agreement or amends it. The renewal date is December 1, therefore, termination of the agreement would be required by August 31 on an annual basis. City Attorney Mary Kucharek, Parking Manager Aaron Ford and BSD Executive Director Cristina Sheppard-Decius are further exploring the cost and value of the agreement moving forward in order to prepare a recommendation that will come before the City Commission in August.

BSD Summer Calendar of Events

Birmingham Farmers Market	Every Sunday now until Oct. 29 at Lot 6
Movie Nights	August 11 and September 8 at Booth Park
Day on the Town	July 29
Corn Festival at the Farmers Market	August 6
Birmingham Cruise Event	August 19
Harvest Festival at the Farmers Market	September 10

2023 Dashboard Metrics

Retail Occupancy Rate - 99% (out of 1.5 million sq.ft.)

Office Occupancy - 89% (out of 2 million sq.ft.)

11 New Business Openings in 2023 (9 more in process)

75/25% Local vs. National Mix

Commercial, Mixed-Use & Residential Development Projects In Construction/Planning - 12 projects totaling 827,727 sq. ft.

29 Active Volunteers (Board and Committee members)

Building Department

Board of Zoning Appeals

The following six cases are on the agenda for the August 8, 2023 Board of Zoning Appeals regular meeting:

1. 440 Lakeside: Requesting a variance from the minimum distance between a proposed new house and the existing home to the north.
2. 307 Westchester Way: A variance from the minimum distance between a proposed detached garage and the existing house next door to the north.
3. 1002 Pilgrim: A variance from the minimum total combined side yard setbacks to construct a second story addition on an existing nonconforming house.
4. 2649 Yorkshire: Requesting variances from the minimum distance between principal structures and the minimum distance an attached garage must be set back from the front façade of the house. The appellant is proposing to demolish an existing attached garage and build a new one with a second story addition.
5. 508 W. Lincoln: A variance from the minimum distance between the existing house and a proposed swimming pool.
6. 1115 Chapin: Requesting variances from the maximum lot coverage and building height for a proposed new detached garage.

Monthly Report

The [Building Department's monthly report](#) provides an update on the following construction activity: building permits issued, building inspections conducted, trades permits issued and trades inspections conducted. In June, we processed 467 online permit applications bringing this year's total to 2,122.

City Clerk's Office

Candidate filing deadline approaching!

The Clerk's Office must receive all paperwork from candidates for City Commission or Library Board no later than July 25, 2023 at 4:00 p.m., after which the Clerk's Office will review to ensure all petition requirements are met. The Clerk cannot extend the filing deadline for any reason. For more information regarding petition and candidate filing please visit www.bhamgov.org/elections.

City Commission and Library Board candidate and petition information

City Commission and Library Board candidates must be registered voters and residents for at least one year before the November 7, 2023 election. Petition packets containing all the information needed to run for these positions are available at the City Clerk's Office during regular business hours. Candidates must complete the petition packet's required paperwork and collect more than 25 but not more than 50 signatures from Birmingham registered voters. Signers must print their names with their current address and date. A signer may only sign one petition for each available seat; in this election that means a single voter can sign no more than four City Commission petitions and three Library Board petitions.

General Election on November 7, 2023

Birmingham will hold a general election on Tuesday, November 7, 2023. At this time, the ballot will include four Birmingham Commissioner seats and three Birmingham Library Board positions, all for four-year terms. The petition filing deadline for candidates is 4 p.m. on July 25, 2023.

Senior Millage Proposition

A .33 senior millage proposition will be on the November 7, 2023 ballot. Visit www.bhamgov.org/seniormillage for more information regarding the senior millage proposal.

New permanent absentee ballot list registration

All voters on the permanent absentee ballot application list will receive an absentee ballot application in late August for the November 7, 2023 election. One of the requirements in Proposal 2022-2 is that clerks now maintain a Permanent Ballot List. The application for the upcoming November 7, 2023 election will include new checkbox language for voters to opt into receiving a ballot for every election. Going forward, absentee ballot applications will not be required for any voter who has opted into the Permanent Ballot List. During partisan primary elections, such as the presidential primary in March 2024, permanent absentee ballot voters will need to respond to a mailing and select which ballot type they would like to receive. Typically the ballot types are Democratic Party Presidential Primary, Republican Party Presidential Primary, and if applicable, a ballot without the Presidential Primary if there is a proposal accompanying the Presidential Primary Election. A preview of the application is pictured below with the new check box to opt into the Permanent Absentee Ballot List.

APPLICATION FOR ABSENT VOTER'S BALLOT

SEE REVERSE SIDE
FOR INSTRUCTIONS 

NOVEMBER 7, 2023 ELECTION

I certify that I am a United States citizen and a qualified and registered elector in the CITY OF BIRMINGHAM, County of OAKLAND, State of Michigan. I apply for an official ballot, to be voted by me in the election above, and the statements in this application are true.

COMPLETE TO JOIN PERMANENT LIST:

I want to vote absentee in all elections. Automatically send me an absentee voter ballot for all elections.

WARNING: A PERSON WHO MAKES A FALSE STATEMENT IN THIS DECLARATION IS GUILTY OF A MISDEMEANOR.

FOR CLERK'S USE ONLY

I certify that I am a United States citizen and that the statements in this Absent Voter Ballot application are true.

Filed _____
Mailed _____
Ballot # _____
Returned _____
Wd./Pct. # _____
Clerk _____

1
Sign/
Date

VOTER SIGN HERE
Power of attorney is not acceptable

 _____
Signature of Absent Voter Date / /

2
Complete

YEAR OF BIRTH
_____/_____/_____

3
Complete

VOTER CONTACT INFORMATION
() _____
Phone Email

NOTE: Michigan law requires that A.V. Ballots be sent to your registered address unless you are hospitalized, institutionalized, or at an address outside of your community. Complete the following ONLY if you want your ballot sent to an address outside of your community or to a hospital or other institution. **Absentee ballots will not be forwarded by USPS.**

4
Complete
If Needed

Complete Only if You Want Your Ballot Sent To A Temporary Address. We can mail it to you where you are. If additional addresses are needed or plans change, contact your local clerk.

Date Leaving For Temporary Address ____/____/____	Date of Return ____/____/____	(PLEASE PRINT) Temporary Address _____ City _____ State _____ Zip _____
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Absentee Voter Information

Voters who wish to vote absentee will need to fill out an Absentee Ballot Application. This application will be mailed to anyone on the Permanent Absentee Application List in late August for the November 7, 2023 election. An application will need to be completed and returned to the Birmingham Clerk's office in order to receive the absentee ballot. If you are not on the permanent list, you can request an Absentee Ballot Application by going to www.michigan.gov/vote after August 24, 2023.

Absentee ballots will be mailed not earlier than September 28, 2023 to voters who submitted an application. Absentee ballots can be returned in person to the Clerk's office, in the dropbox located behind City Hall, or mailed to City Clerk, P.O. Box 3001, Birmingham, MI 48012.

Early Voting

Another component of proposal 2022-2 includes a Constitutional right to no less than 9 days of early voting in each statewide and federal election (even year election) for no less than 8 hours per day. Although the upcoming November 7, 2023 election is not a statewide or federal election, Oakland County Elections Division, the City of Birmingham, Bloomfield Township and Southfield Township plan to work together to pilot early voting at the Bloomfield Township Library. Stay tuned for more information on early voting.

New Military and Overseas Voter Changes

The governor signed legislation on May 3, 2023 to allow additional time to receive absentee voter ballots from military and overseas voters. This change comes after Michiganders approved Ballot Proposal 22-2 to amend the state's Constitution last year. The new law states that absentee ballots from military and overseas voters will be counted if the ballot return envelope was postmarked on or before Election Day and received within six days following the election. Voters who are in the military or will be overseas during the November 7, 2023 election must apply for a MOVE ballot at <https://www.fvap.gov/michigan>.

Greenwood Cemetery Advisory Board

The next meeting for the Greenwood Cemetery Advisory Board will be Friday, August 4th, 2023 at 8:30 am. The board will begin working on the draft annual report for 2022-2023 and have a strategic planning discussion.

Ethics Board

The next Ethics Board meeting date is yet to be determined. A meeting should be scheduled in the near future to review the draft opinion for Commission Baller regarding the establishment and administration of foundations. More information on the Ethics Board is available at www.bhamgov.org/ethics.

Board Appointments

The City of Birmingham is looking for dedicated individuals who want to give back to their community by serving on one of our many boards or commissions. Birmingham's different boards and commissions make recommendations that shape the City's future. Serving on a board or commission is a great way to get involved in your community, meet new people and make a positive impact. Don't miss out on the chance to make a difference - go to www.bhamgov.org/boardopportunities to view all the available openings.

Board	Openings	Application Due by Noon
Ad Hoc Aging in Place Committee	1 Member	Until Filled
Ad Hoc Environmental Sustainability Committee	None	
Advisory Parking Committee	1 large retail member term ending 9/1/2025	Until Filled
Architectural Review Committee	1 regular member term ending 4/11/2026 1 regular member term ending 4/11/2025	Until Filled
Birmingham Shopping District	1 business representative term ending 11/16/2026	Until Filled
Birmingham Area Cable Board	1 regular members terms ending 3/30/2026 1 regular member term ending 3/30/2024 1 alternate member term ending 3/30/2025	Until Filled

Board of Building Trades Appeals	None	
Board of Review	2 alternate members term ending 12/31/2025	Until Filled
Board of Zoning Appeals	1 alternate members term ending 2/18/2026	Until Filled
Brownfield Redevelopment Authority	1 Regular Members term ending 5/23/2026 1 regular member Term ending 5/23/2024	Until Filled
Design Review Board	None	
Ethics Board	2 Alternate members term ending 6/30/2026 1 Regular Member term expiring 6/30/2026	Until Filled
Greenwood Cemetery Advisory Board	None	
Hearing Officer	None	
Historic District Commission	None	
Historic District Study Committee	1 Regular member term ending 6/25/2026	Until Filled
Housing Board of Appeals	3 Regular Members, terms ending 5/4/2026	Until Filled
Martha Baldwin Park Board	1 Regular member term ending 5/1/2024 1 Regular members term ending 5/1/2027	Until Filled
Multi Modal Transportation Board	None	
Museum Board	None	
Parks & Rec Board	None	
Planning Board	None	
Public Arts Board	1 alternate member term ending 1/28/2025 1 alternate member 1/28/2026	Until Filled
Retirement Board	None	
Stormwater Utility Appeals Board	3 regular member term ending 1/31/2026 2 alternate members 1/31/2025	Until Filled
Triangle District Corridor Improvement Authority	1 regular business owner term ending 12/15/2026	Until Filled

City Manager's Office

Ad Hoc Aging in Place Committee

The first [Ad Hoc Aging in Place Committee](#) meeting is scheduled for Wednesday, July 26, 2023 at 4:00 p.m. in conference rooms 202 and 203 at City Hall. The first meeting will feature Mr. Jim Ellison, Chief of Adult Services for Oakland County, as a guest speaker. Mr. Ellison will be providing a brief description of his role and what the County is doing at this time for older adults. The meeting is open to members of the public and available on Zoom at <https://bhamgov-org.zoom.us/j/82275236303>.

The function of the Ad Hoc Aging in Place Committee (AIP) is to study current demographic trends, evaluate the needs of the City's aging population and to prepare a City-wide action plan outlining the vision and goals to improve the health, safety and welfare of senior citizens and encourage residents to age comfortably in Birmingham.

Update on the Purchase of the YMCA Building

The closing on the purchase of the YMCA building at 400 E. Lincoln is currently scheduled for July 26, 2023. All title research and title insurance has been obtained, as has a current survey of the property. As noted in the purchase agreement, the City will bring \$1,500,000 to closing, \$500,000 of which will be a contribution from NEXT. The City will pay an additional \$500,000 to the YMCA in one year. Should the City Commission approve the three year lease agreement with the YMCA on July 24, 2023, the YMCA will continue to operate out of the building, and continue to cover operational costs and standard building and property maintenance costs as outlined in the lease. This will allow the City, the YMCA and NEXT a transition period to plan for the future renovation and use of the building.

City staff will meet with representatives of the YMCA in early August to discuss a succession plan for the retirement of Helene Weir later this year, to ensure the City has a direct contact to continue planning for the renovation and future use of the building, and the continued inclusion of the YMCA on the site. City staff has also begun meeting with representatives of NEXT to review their existing and future space needs, and to develop a plan for a long term transition of both NEXT and the YMCA into a joint use of the building and necessary improvements to the facility and grounds.

Next Steps

The City will work with the YMCA and NEXT to review each organization's program and space planning needs to begin conceptual space planning and to develop a scope of work for future renovations to the building. Once the scope of work has been developed, it is anticipated that the City would issue a Request for Proposals for architectural design services. The City will also need to develop a financial plan for both interim and long-term operations and improvements such as ongoing NEXT fundraising, municipal contributions from member communities and other benefiting communities, joint user fees for senior and/or recreation facilities, and the identification and pursuit of grant funding.

GovPilot Reminder

City Commissioners are reminded to refer residents to the GovAlert app when approached by residents who have a concern regarding the City. Concerns submitted via the GovAlert app are immediately distributed to the appropriate staff members for the most expedited response. The system enables the City to track data and provide a consistent, professional response to the complainant. When one commissioner delivers a concern to City staff on behalf of a resident, it may appear that the individual commissioner is personally solving the concern rather than as a part of a team of seven elected officials.

GovPilot instruction cards, sized to conveniently fit inside a wallet or pocket, continue to be available for distribution to residents and neighbors who wish to share a concern with the City. As always, residents are encouraged to use the GovAlert app or [website form](#) to submit non-emergency concerns to the City.

Commissioners who receive a direct message regarding a City concern are encouraged to consider the following sample response:

Dear (Name),

As a City Commissioner, ensuring your concern is heard and addressed is very important to me. For expedited service, I encourage you to submit your concern to the City of Birmingham using the GovAlert Mobile app. The free app is user-friendly, and your concern will be received by the appropriate staff member for prompt service. Step-by-step instructions are available at www.bhamgov.org/govalert. Concerns may also be submitted at www.bhamgov.org/citizenrequests.

Sincerely,

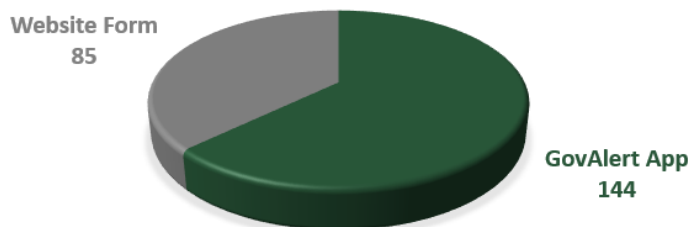
Commissioner (Name)

GovPilot Quarterly Report

During the second quarter of 2023, we received a total of 229 citizen requests through the GovPilot system, 144 of which were received via the GovAlert app, and 85 via our [website form](#). So far this year, we have received a total of 423 citizen requests through the GovPilot system, 248 of which were received via the GovAlert App, and 175 via our website form.

GOVPILOT QUARTERLY REPORT

APRIL - JUNE 2023
229 CITIZEN REQUESTS RECEIVED



Communications

Summer Update

It's a busy and exciting time of year for the communications team. There is much to share with residents all year, but especially during warm months when there are special events and construction projects to supplement our busy messaging schedule. While work continues on social media content preparation, posts and reels, project and event eblasts, newsletters and press releases, we also have several educational videos we will soon publish to expand our video series. Keep an eye out for them soon across all [City communications](#).

Engage Birmingham

Engage Birmingham has enjoyed a renewed flurry of activity. Projects about sustainability, the Parks and Recreation Master Plan, and especially “Name Our Police Therapy Dog” have drawn more than 650 new users and more than 1,000 engagements over the past month. [Visit the site](#) to see our thriving projects and share your feedback.



Around Town e-Newsletter

The communications team is working on the August edition of the Around Town e-Newsletter, which will include information about the Police Department’s new therapy dog, the Birmingham Cruise Event, parks and recreation projects, ice skating classes, new businesses and more. Follow [this link to view the July edition](#) of the Around Town e-Newsletter.



AROUND TOWN E-NEWSLETTER • JULY 2023



BIRMINGHAM CITY COMMISSION - UPCOMING AGENDA ITEMS

Meeting	Topic	Commissioner	Dates Addressed	Status (resolved/ongoing)
6/5/23	Discuss unimproved streets and infrastructure	M: Host S: McLain	September Workshop	In progress
5/8/23	Parking Operations	M: Baller S: Host	5/8/23 5/22/23 5/22/23	In progress
5/8/23	Woodward Noise	M: Host S: McLain	5/8/23 6/5/23	In progress
2/27/23	Bench and Little Library for Pat Andrews	M: Host S: McLain	3/13/23 5/8/23	In progress
11/14/22	Renters Rights	M: Host	11/28/23 1/23/23 4/24/23	In progress
1/10/22	Leaf Blowers	M: Baller S: Host	1/24/22 10/3/22 4/3/23 5/8/23 6/5/23	In Progress
1/10/22	Commissioner Conduct	No vote	2/14/22 2/28/22 7/11/22 2/13/23 4/24/23 6/5/23	In progress

Resolved

Meeting	Topic	Commissioner	Status
12/5/22	Mayor/MPT Selection	McLain	Resolved
4/11/22	BBCC - Mental Health Workshop - More time to talk	M: Baller S: Haig	Resolved
5/9/22	Pickleball	Baller, no vote	Installed on 6-3-22
1/24/22	Social Districts	M: Schafer S: Boutros	No formal action taken by the Commission
5/23/22	Commission Meeting Start Time	Baller	No changes for now
8/15/22	Birmingham Country Club	M: Host S: Haig	Resolved, letter sent
8/15/22	Speed Bumps	M: Haig S: Host	Resolved
9/12/22	Banner	M: Baller S: Host	Completed
12/5/22	Lighting to sustainability board	Haig	To be explored by Sustainability Board
6/13/22	Sustainability Board	M: Schafer S: Host	Resolved
1/10/22	Food Trucks	M: Host S: Schafer	Staff monitoring
4/25/22	Improvements in Information Provision and Methodology	M: Haig S: Baller	Resolved
3/13	Community foundation (review former letter from Kucharek)	Baller	Resolved
3/28/22	City Manager Selection Process	M: Host S: Boutros	Resolved
1/9/23	Ad Hoc Senior Services Committee	M: Baller S: Longe	Resolved

Department of Public Services**Parks & Recreation Master Plan Update**

Please visit our [Parks and Recreation Master Plan webpage](#) to learn about planning currently underway for our five year Parks & Recreation Master Plan, including public engagement opportunities. An online survey and park idea map are available on this site. Additional upcoming public engagement

opportunities include a field day at Kenning Park on August 5, from 12-4 p.m. and at the Farmers Market on September 10.

The City's consultant, McKenna, will be attending the August 1 Parks and Recreation Board meeting to provide an update.

Clarification on Buckingham Property Landscape Bed Maintenance in response to Commissioner Baller's question from the [June 26, 2023 City Commission Meeting](#)

The landscape bed at this location came into existence in 2016 after ITC, the owner of the power transmission lines that run along the railroad, performed clearing of vegetation, brush and trees underneath the power lines that provided a barrier between the City property and the Railroad tracks. They removed the entire "natural brush/screening" in this area, which is considered to be part of the power company's right of way. As a result, for safety, the City installed a 6' chain link fence along the east edge. Shortly thereafter, ITC did partially contribute financially to replace plantings with lower growing native plants.

The Department of Public Services has been maintaining the area since, as Canadian thistle is prominent along the tracks. With the approval of the addendum to our Landscape Bed Maintenance Contract, the area is treated for weeds twice per month.

Trail Improvement Concept Plan

Since November of 2022, the Trail Improvement Concept Plan has been routed to various boards (Multi-Modal Transportation, Museum, Martha Baldwin, Parks and Recreation), and to department heads for review and feedback. A survey on Engage Birmingham was also available to the public. A revised concept plan incorporating all feedback will be presented at the August 1 Parks and Recreation Board meeting for a recommendation to the City Commission. The department has applied for grants through MI Sparks and the Oakland County Parks and Recreation Parks and Trailways program to help leverage funding to accomplish this project. Oakland County grant awardees are anticipated to be announced later this month, and MI Sparks Grant round two awardees will be announced in September.

Forestry Quarterly Update

Block Trimming Program

The City is divided into seven sections for a block trimming program, in which every street tree is structurally pruned on a 7-year cycle. The City's forestry services contractor, J.H. Hart, is currently working in the southeast section between Maple and 14 Mile, east of Woodward Ave. The next scheduled block is in the northwest section of the City from Maple to Quarton Rd, west of Lakeside.

June 25 Storm Report

A moderate storm with brief severe winds came through Birmingham the evening of Sunday, June 25th. The winds caused 11 City trees to completely fail, along with three reported instances of personal property damage. JH Hart and City crews cleaned up the storm damage by removing the failed trees in parks and along streets, and also running extra brush routes all week to handle the excessive amount of downed limbs.

2023 Spring Tree Planting Project Update

The 2023 Spring Tree Planting Project was completed by KLM Landscape. Crews installed 145 trees in right-of-ways, various parks and City properties. Some trees experienced heat stress and likely were not getting enough water during the drought in June. Residents are provided with proper watering instructions following the installation of the new trees, which require more water than standard lawn irrigation can provide. The City will continue to monitor the health of the trees and require warranty replacements where applicable during the appropriate planting cycle.

Miscellaneous Forestry Updates

City crews have been progressing with fertilization and tree trimming work in the parks, specifically in Barnum Park, St. James Park, Pembroke Park, Quarton Lake Park, Poppleton Park, and Linden Park.

Sixteen City street trees interfering with public utilities and accessibility were removed for engineering road construction projects on Westwood Dr., Brown St. and Pierce St.

Engineering Department

2023 Construction Update

The following construction projects are currently underway:

- Westwood, Oak, and Raynale Project: Cape seal treatment is complete and the contractor is finishing punch list items to close out the project.
- Brown Street Paving Program: The contractor is installing the exposed aggregate sidewalk, and will work on irrigation and plantings in the near future. The project is scheduled to be complete by Friday, August 18.
- Parking Lot No. 5 Slope Repair: The fence was installed, and planting will occur at the end of the summer.
- 2021 Asphalt Resurfacing Program – Parking Lot No. 5: The parking lot is currently under construction and will be completed by the end of July.
- Lincoln Hills Golf Course Tee No. 1 Tee-Box and Cart Path Improvements: The cart path has been paved; the contractor is working on final irrigation and restoration.
- 2022-2023 Cape Seal Program (Southeast corner of the City): Cape seal treatment is complete and the contractor is finishing punch list items to close out the project.
- Water Tower Maintenance and Coating:
 - o Derby Tank and Hunter Tank: Repairs and overcoat painting with the new logo installation have been completed. The contractor is finishing punch list items to close out the project.
- 2022 Concrete Sidewalk Program: The contractor has started work on miscellaneous sidewalk repairs throughout the City, including the Ann Street sidewalk located on the west side of Ann Street between Landon Street to Lincoln Street.
- Cranbrook Road Non-Motorized Pathway Improvement Program: Construction started for this project on Cranbrook Road. The contractor began work on 14 Mile and is working north.
- 2023 Concrete Sidewalk Program: The contractor is working on the following items: residential area 6: Quarton Road to Maple Road, and western City limits to Lakeside Drive, downtown area 1A: Chester Road to N. Old Woodward, and Rouge River to Maple Road, ADA Ramps within the Downtown Area, miscellaneous repairs throughout the City, miscellaneous sidewalk repairs in Shain Park, installation of bicycle pads and racks in various locations throughout the City.
- Pierce Street Paving Project (14 Mile Road to Lincoln): Construction will start on the water main replacement in late July.
- 2023 Asphalt Resurfacing Program: Resurfacing is underway on the following streets:
 - o Birmingham Blvd: Lincoln Street to 14 Mile Road
 - o Smith Street: Cummings to Woodward Ave
 - o Holland Street: Adams Road to Torry Street
 - o S. Old Woodward: Landon Street to Lincoln Street

The following construction projects are scheduled for the rest of the construction season:

- 2023 Sewer Rehabilitation Project: Construction in various areas throughout the City will begin in August.

Affected property owners will receive information about these projects. For more information, contact the Engineering Department at 248-530-1840.

Water Service Verification Program

As a reminder, the "In-Home/Business" water service line material needs to be determined as part of this program and included in the City's reporting for the State of Michigan. Property owners can schedule an inspection by an authorized City representative at (248) 303-2292 or determine the in-home/business material themselves with the steps provided in the property owner letter.

Finance Department

Budgeting Software Selection Process

The City posted an RFP for budgeting and transparency software in June, and the City received four bids to the RFP. City staff watched demonstrations of the software on July 13th and 14th. We are currently in the process of evaluating the bid responses and client references. We hope to have an agreement before the City Commission in August.

Fire Department

Welcome, Firefighter Turner

The Birmingham Fire Department is proud to welcome our newest member, Jeremy Turner. Jeremy comes to our team with over fourteen years of experience in the Flint Fire Department. Jeremy is currently a firefighter and Emergency Medical Technician (EMT), and will soon begin his paramedic training which takes over a year to complete.

Fourth of July Update

During the Fourth of July holiday, the Fire Department is pleased to announce there were no citations issued for fireworks violations and no injuries. The department also did not have any fires caused by fireworks as in previous years. The City's strict ordinance and messaging campaign is a factor in this reduction.

Human Resources

Welcome Rachel Matti

The Human Resources department welcomes HR Generalist Rachel Matti! Rachel has a bachelors in HR Development from Oakland University, her Professional in HR credential from the HR Certification Institute, and has a background in large scale HR services in the private sector. She comes with substantial background in HR compliance, onboarding and coaching a workforce of over 250 employees spread across the United States. In her free time she enjoys spending time outdoors and traveling. She looks forward to lending her expertise in the field to ensure proper compliance and resources for all employees. Welcome, Rachel!

New Hires

The City of Birmingham extends warm congratulations to our newly hired employees from June 12, 2023 to July 12, 2023. Their skills, expertise, and enthusiasm are a valuable addition to our team. We welcome them to our organization!

Department	Position	Name	Type
DPS	DPS Temp	Charles Stamell	Seasonal

DPS	DPS Temp	Jack Rutkowski	Seasonal
DPS	DPS Temp	Rose DiGiovanni	Seasonal
Library	Library Page	Amina Jawad	Part-Time
Library	Library Page	Jennifer Halpern	Part-Time
Library	Library Page	Megan Gusho	Part-Time
Library	Library Page	Angelina Belotti	Part-Time
Community Development	Secretary A	Lauren Gieraltowski	Full-Time
DPS	DPS Temp	Owen Bellows	Seasonal
DPS	DPS Temp	Adler Doerr	Seasonal
DPS	DPS Temp	Cameron Csernits	Seasonal
DPS	DPS Temp	Margaret Anderson	Seasonal
DPS	DPS Temp	Gabriel Morreale	Seasonal
Library	Library Page	Sebastian Hernandez	Part-Time
Library	Library Page	Mayoree Jones-Toubeaux	Part-Time
DPS	DPS Temp	Nathan Stebbins	Seasonal
Fire	Firefighter	Jeremy Turner	Full-Time
HR	HR Generalist	Rachel Matti	Full-Time

June Hiring Anniversaries

The City of Birmingham celebrated the hiring anniversaries of several employees. Their unwavering commitment, hard work, and genuine compassion have left a profound and lasting impact on our community. We extend our heartfelt appreciation for their exceptional service and dedication. Their contributions are deeply valued and recognized.

Years Of Service	Employee	Department	Position
25	James Lotridge, Jr	Police	Parking Enforcement

25	Joshua Husted	Police	Police Sergeant
22	Daniel O'brien	Library	Library Page
21	David Bianchette	Building Maintenance	Building Maintenance
21	Debra Gantz	Library	Substitute Librarian
20	Ryan Kearney	Police	Police Captain
20	Matthew Bartalino	Fire	Asst. Fire Chief- Operation
19	Kristen Tait	Library	Library Department Head
10	Mark Mischle	Fire	Fire Lt/AEMT
9	Grant Ankney	Fire	Fire / AEMT
9	Adam Knowles	Fire	Fire Lt/ AEMT
8	Michael Manzo	Police	Police Sergeant
8	Seth Barone	Police	Police Officer
4	Jamil Kim	IT & Communications	Media & IT Specialist
3	Antoinette Licari	Police	Police Dispatcher
3	Morgan Webb	Finance	Accounting Administrator
2	Jennifer Hassell	Library	Librarian Pt
2	Joan Tyrrell	Library	Library Network Administrator
2	Dushawn Brandy	Fire	Fire / AEMT
2	Jeremy Shultz	Fire	Fire / AEMT
1	Aaron Ford	Parking	Parking System Manager

Employment Opportunities

The City is currently accepting applications for the following positions. To submit an application or for more information, visit www.bhamgov.org/jobs.

Department	Position	Type	Application Closing
Building	Plumbing Inspector	Full Time	Until Filled
DPS	Fleet Mechanic	Full Time	Until Filled
DPS	Golf Course	Seasonal	Until Filled
DPS	Ice Arena	Part Time	Until Filled
DPS	Seasonal Laborer	Seasonal	Until Filled
DPS	Public Services Manager	Full Time	July 26, 2023
DPS	Streets/Sewer Water Operator	Full Time	Until Filled
Planning	Planning Intern	Seasonal	July 31, 2023
Planning/Engineering	Administrative Assistant	Full Time	August 7, 2023
Police	Parking Enforcement Assistant	Part Time	Until Filled
Police	Dispatcher	Part Time	Until Filled
Police	Officer	Full Time	Until Filled

Information Technology

Artificial Intelligence Committee

The City has formed an internal AI (Artificial Intelligence) committee. The committee has been tasked with the responsibility to review the possible usage of AI tools within the City and the benefits / risks it may have. The committee has also been tasked with the creation of a policy for its usage within the City.

To gauge its current usage, the committee has polled City staff to see if generative AI has been used for City business in any form (i.e. ChatGPT, DALL-E or other AI applications). Also, we have asked if staff sees a benefit in the use of generative AI tools to help in the performance of daily tasks.

We are currently compiling the results of that query and reviewing how other cities handle Generative AI within their daily business.

Planning Department

Planning Board

A tentative Planning Board list of scheduled and/or recently completed items is provided below:

1. Health Club/Studio Use in B4 Zoning District – Study Session (August 9, 2023)
2. 245 S. Eton – Big Rock Italian Chophouse – Special Land Use Permit, Final Site Plan & Design Review (City Commission August 28, 2023)
3. 388 S. Bates – Community House – Community Impact Study & Preliminary Site Plan Review (August 30, 2023)

Historic District Commission & Historic District Study Committee

The Preliminary Historic District Study Committee report for 1238 Buckingham is nearing completion and will be on to the next stages of review as outlined in Chapter 127 of the City Code. Next steps include transmittal to the Planning Board, State Historic Preservation Office, Michigan Historical Center, and other related bodies. After that review, at least two public hearings will be held, one of which will be at the City Commission.

Multi-Modal Transportation Board

The Multi-Modal Transportation Board will begin reviewing upcoming projects for 2024 in August.

Public Arts Board (PAB)

The PAB has received a sculpture application for Lincoln Hills Golf Course and a mural application for the Daxton Hotel. Shooting Star by John Henry was installed in the greenspace at S. Old Woodward, Haynes Street, and Woodward Ave.

Sustainability

The Environmental Sustainability Committee (ESC) is deep into the data gathering phase of the Greenhouse Gas Emissions inventory, which is slated to be complete, or near complete by the end of the year. Concurrently, the ESC is embarking on several early public engagement outreach efforts to help inform the Sustainability and Climate Action Plan, which is the second task that the ESC will be completing in 2024. The scheduled engagement activities are as follows:

- Birmingham Engage Survey – [Environmental Sustainability](#) (LIVE NOW)
- Day on the Town – July 29, 2023
- Birmingham Farmers Market – August 27, 2023

Police Department

National Night Out Against Crime

On August 1, the Birmingham Police Department will be participating in National Night Out Against Crime. This is a free event for the public and runs from 6 pm to 8 pm. The event is being held at 3350 Seyburn in the parking lot of the Auburn Hills Community Center. The event has many activities for children, including:

- Bounce House, Climbing Wall, and Slip and Slide from Oakland County Parks
- Blow up Archery and Casting Game from Bass Pro Shop
- Crafts table hosted by Home Depot
- Child fingerprint station hosted by The Masons
- Dunk Tank
- Live Band

- Hot Dogs and Chips
- Ice Cream Truck (thanks Cornerstone!)
- Fire Department Display and demonstration
- Multiple Police Agency displays
- And MORE!

Active Shooter Training

On August 30, 2023, the Birmingham Police Department will be taking part in a large-scale active shooter scenario in cooperation with Bloomfield Township Police and other area agencies. This mass casualty training incident is being held at Bloomfield Hills High School and is a valuable training exercise to provide experience, knowledge and guidance in the event we have to respond to an actual incident.

Parking Systems Update

Construction

Repairs continue at the N. Old Woodard Garage and include concrete restoration, repairs to the handrails, painting of ceilings, walls, and stairwell walls, and the installation of LED lights.

The surface lot portion of the N. Old Woodward Garage (Lot 5) is being repaved. The lot had deteriorated significantly and the striped lines were worn away to the point that much of them were not visible. The newly repaved and restriped lot should improve the look and parking experience significantly.

Capacity

JUNE AVG CAPACITY	
Chester Garage (880)	31.00%
Old Woodward (745)	21.00%
Park Garage (811)	30.00%
Peabody Garage (437)	38.00%
Pierce Garage (706)	76.00%

Future Agenda Items

Download a summary of [future agenda items](#).

Future Workshop Items

Download a summary of [future workshop items](#).